

MAIN HRS

DCDS Reports

Control Reports - B **HR-330 - TKU Control Report**

Purpose:	The TKU Control Report displays the status of whether TKU's have been audited (if required by agency), certified or released for the pay period selected. The minimum required entry is department and agency. The report may be used by agencies to determine if all required steps have been completed on the last day of TKU processing.
Frequency:	As requested.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency, TKU
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information:	<p>A. The TKU Control report is accessed through the <u>R</u>eports, <u>C</u>ontrol, <u>B</u> – TKU Control item on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none">■ TKU (Number and Title) - Timekeeping Unit■ Action■ User ID (will always be blank)■ Modified Date (will always be blank)

State of Michigan

MAIN HRS

DCDS Reports

DCDS 32

File Edit Options Functions Params Reports Window Help

Report Request

TKU Control

Department: 07

Agency: 01

PP End Date: 1/22/00

OK Close

Ready

Report Request Screen

To display the Report Request screen for the TKU Control report, select the Reports menu item from the Menu bar and click on the Security menu item. From the cascading menu, click on B – TKU Control.

The Report Request screen allows users to enter the appropriate criteria to request the TKU Control Report.

Enter or select from the dropdown the department and/or agency. Then enter the pay period end date for the period to be viewed. Click the OK button.

The Report Pre-View screen displays the TKU Control Report on-line. The printed report is displayed on the next page in which all fields can be viewed.

MAIN HRS

DCDS Reports

HR-330 - TKU Control Report

HR – 330	MAIN HUMAN RESOURCE SYSTEM TKU CONTROL REPORT		RUN DATE: 02/02/2000 14:26:31 PAGE 1 OF 1	
DEPARTMENT: 07 DEPARTMENT OF MANAGEMENT & BUDGET AGENCY: 01 CENTRAL OFFICE			PAY PERIOD END DATE: 01/22/2000 PAY PERIOD NUMBER: 3	
<u>TKU</u>	<u>ACTION</u>		<u>USER ID</u>	<u>MODIFIED DATE</u>
711 FUTURE USE	AUDT CERT RLSD	NOT AUDITED NOT CERTIFIED NOT RELEASED		
736 FUTURE USE	AUDT CERT RLSD	NOT AUDITED NOT CERTIFIED NOT RELEASED		
738 OFFICE SERVICES – ADMINISTRATION	AUDT CERT RLSD	NOT AUDITED NOT CERTIFIED NOT RELEASED		

State of Michigan

Issue Date: **March 26, 2001**

Page: 3
Section 16.26: **Control**
TKU Control Report